

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL/OEE0**

STANDARD OPERATING PROCEDURE

IV. RECRUITMENT BULLETIN PRODUCTION

A. Purpose

The purpose of this SOP is to provide department personnel officers with delegated recruitment authority guidelines for producing, printing and distributing official public notice in the form of the printed recruitment bulletin.

B. Scope

This SOP applies to all classified positions which are filled through the merit system of employment.

C. Authority

AS 39.25.150(3), 2 AAC 07.040, 2 AAC 07.045, and 2 AAC 07.050, give the Division of Personnel the authority to advertise recruitment openings and closures.

D. Procedure

Recruitment bulletins are produced for the purpose of providing the required public notice for recruitment openings and closures (2 AAC 07.040 and .050) and to solicit applications for the job class. They are distributed to a wide audience throughout the state amounting to around 600 organizations, businesses and other entities.

Recruitment bulletins are produced and distributed at the beginning of each month and toward the middle of each month as needed. The Division of Personnel is responsible for all costs of this mailing.

Additional mailings may be requested to accommodate special needs of departments. Mailings, including other than the scheduled monthly mail-out, are charged to the requesting department.

1. Production of recruitment bulletin.

The attached format (Addendum A) is used for drafting recruitment bulletins.

- a. A code is assigned to each bulletin. The code consists of the job class code, a two-digit number representing the year, and a number indicating the frequency of issue within the calendar year. Example: 1252-88-1.
- b. Specific information is required on all bulletins. The form varies slightly depending on the type of bulletin.

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Required information includes:

- 1) Class code
- 2) Date
- 3) State of Alaska and department (if appropriate)
- 4) Statement of what is announced (current vacancies, future vacancies, etc.)
- 5) Class title
- 6) Salary information
- 7) Location
- 8) Job description (for specific vacancy if appropriate).
- 9) Minimum qualifications (exactly as stated in class specifications). Further explanation of the minimum qualifications is permissible. Desired qualifications may be added as a note labeled "Highly Desirable."
- 10) Examination method
- 11) Application period. This is a clear statement of the period of application and includes a postmark deadline date for mailed applications. In the event of a vacancy, this statement includes a postmark and receipt deadline date for mailed applications.
- 12) Method of application
- 13) Application information (where to pick up applications, etc.)
- 14) Equal Employment Opportunity (EEO) statement.
- 15) Date of cancellation of bulletin and/or note stating that the bulletin has been reissued and that the most recent bulletin replaces previous one. Current bulletins are revised whenever a change occurs in any of the published information.

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16) Residency requirement statement

c. The various types of recruitment bulletins are color-coded as follows:

Blue: Job classes available for application on a continuous basis for which processing will occur on date order of receipt basis.

White: Job classes available for continuous application for which examination will only take place in response to a specific vacancy.

Pink: Job classes available for application during specific, limited periods.

Yellow: Departmental promotional bulletins as in the case with certain Department of Public Safety job classes.

Gold: Recruitment schedules

2. Printing

The appropriate number of recruitment bulletins is printed to cover the Division of Personnel distribution list. In addition, at least 30 extra copies are made for the job description and history files.

3. Distribution of recruitment bulletin

Distribution must be made to each organization on the official Division of Personnel mailing list. This list is updated upon need by the division and available from Public Services Unit staff.

4. Notification

Departments issuing recruitment bulletins must notify the Division of Personnel concurrent to the mailout.

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